



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

Instructions for certifying officials with an existing Central Data Exchange (CDX) account

Role: Certifying Official – A person of authority at a facility or legal representative the facility that will be certifying TRI files that will be submitted to EPA and their State. A certifying official may also prepare forms.

Requisite: If you have previously registered a CDX account in order to electronically submit your TRI forms using the *TRI-MEdesktop/CD* software, or have never used *TRI-MEweb* before and have been designated as a new certifying official to a TRI facility, you may use your existing CDX account to add the facility profile to your CDX certification module.

Need: Access code(s) and TRI identification number(s) (TRIFID) assigned to your facility's location.

Instructions on how to add *TRI-MEweb* application in your existing CDX account.

1. Go to <http://cdx.epa.gov> to open your CDX account.
2. **Log in** using your CDX user name and password that were used to submit electronically with *TRI-MEdesktop/CD software*.
 - a. If you forgot your password, please contact the **CDX Help desk** (888) 890-1995 to reset it.
3. Upon a successful login, your "MyCDX" page will appear, click the "**Edit Current Account Profiles**" tab. See Figure 1.

Start

Useful Tip

If you do not see two links in your MyCDX account that are labeled "TRI-MEweb: Prepare Submission" and/or "TRIMEweb: Certify Submission" in your MyCDX account (view Figure 1), you have not created these roles and must add the *TRI-MEweb* application your MyCDX account.

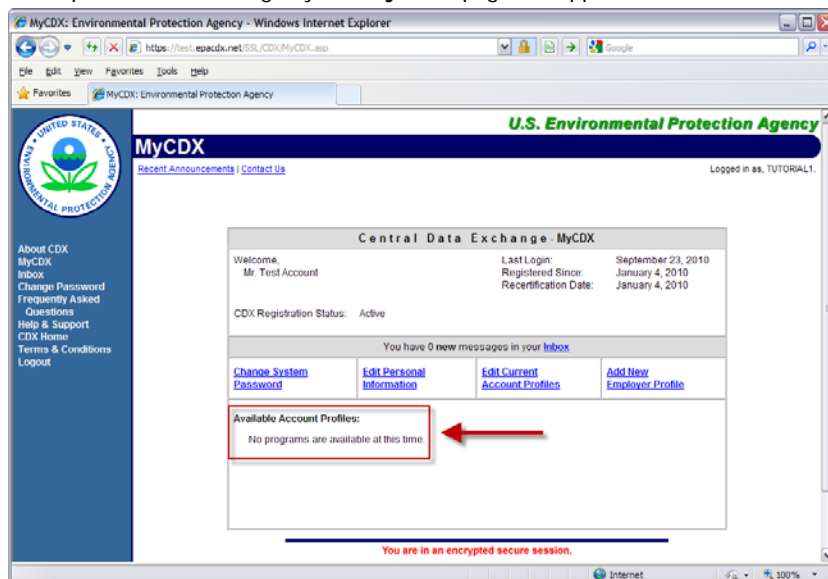


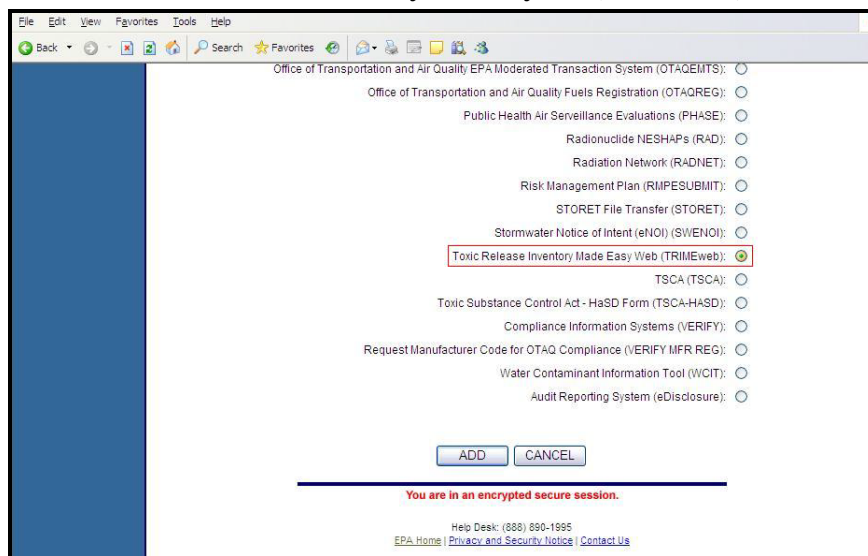
Figure 1: MyCDX account without *TRI-MEweb* application or roles assigned to it. Observe that no links are visible.



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

- On the "Edit Organization Profiles" page, click the "Add New Program" link.
- Select the "Toxic Release Inventory Made Easy Web (*TRI-MEweb*)" radio button and click "ADD". See Figure 2.



Did you know?

TRI-MEweb is one of 59 data flows in EPA's Central Data Exchange (CDX) Network.

Figure 2: Adding *TRI-MEweb* to your CDX account

- On the "Add Role" page, select your Program ID type based on the criteria in Step 7:



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

Instructions on how to assign new facilities to a certifying official's CDX account.

7. Change the **Program ID type** to "Certifying Official" using the drop down menu. If you **received an email** notifying you that you were selected as a new certifying official for a facility, you may need to obtain an "Access Code" – **typically a six digit number** – by calling the CDX Helpdesk (888) 890-1995. Your technical contact and your certifying official from the previous year may also have gotten an email from CDX when the *TRI-MEweb* application is released (start of calendar year) that contains the access code in it. An "Access Code" is assigned to every TRI facility's location. Entered your access code in the ID field, otherwise, if you have no access key, enter **N/A** in the **ID field**. See Figure 3.

Useful Tip

Enter access code designated to your TRI facility's location in the ID field; if not available call the CDX helpdesk.

Figure 3: Assigning the certifying official role to your CDX account.

8. Click "ADD". The CDX Registration/TRI-MEweb Access Information screen will be displayed. Enter your **appropriate title (i.e., president, plant manager, chief of operation, etc.)** and click "Save". The "Enter TRIFID" page will be displayed. See Figure 4.



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

Did you know?

A certifying official only has to submit their ESA once for EPA approval if they continue to serve in the same role for that facility. However, adding new facilities to certifier will require a new ESA.

Useful Tip

Print and mail your signed ESA to EPA's DPC for approval. It may take up to 5 business days to process form by DPC.

Figure 4: Add title of certifying official.

9. If you have a **TRI Facility Identification number (TRIFID)** that you want associated with your account enter the TRIFID in the appropriate text box and press "**ADD FACILITY**". If you have more than one TRIFID add them at this time (only if you are the certifying official designated at these other facilities). When you have completed entering your TRIFIDs, **press the "DISPLAY and PRINT ESA"** button and the **Electronic Signature Agreement (ESA)** will be displayed in a new window with all TRIFIDs that were added to account. **Important: Do not close the ESA pop-up window until you have printed your ESA! See Figure 5.**
10. **Press the "PRINT & CLOSE"** button on the ESA window to print the ESA. Please follow the **instructions** on the printed ESA. As the certifying official, you will need to sign the ESA document, and mail the signed ESA to EPA for approval. We suggest you photo copy the original ESA for your records before mailing it to our data processing center (DPC) whose address is found on the bottom the ESA printout. The **approval** of the ESA by EPA **may take up to 5 calendar days**. ***This processing time must be taken into account in your schedule in order to complete your TRI forms before the July 1st deadline. See figure 5 for sample ESA.***
 - a. **Tip:** The preparer, while logged into the preparer's *TRI-MEweb* account, can also **check** the status of the ESA approval. Upon EPA receiving the ESA and approving it, a **change of status notification** is sent automatically to *TRI-MEweb* that will change the status of the pending ESA to an approved status.



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

- b. **Note:** Keep in mind that if you are still the certifying official next year, you **will not need to submit a new ESA, unless you are designated to certify another facility.** (see Figure 9 to view example list of approved TRIFIDs in certification module)

Did you know?

Status of ESA approval can be checked in the TRI-MEweb application.

The screenshot shows a web browser window with the following content:

2. Electronic signature credential refers to the token held by the individual user that is used to electronically sign electronic submissions. In the case of TRI, the electronic signature credential consists of the CDX User ID and password that a TRI Certifier entered when they created their CDX account. The CDX User ID and password will be asked each time a user attempts to certify a TRI electronic submission through CDX and the correct answers will allow for the certification and submission of the TRI file to EPA.

PLEASE MAIL THE COMPLETED ELECTRONIC SIGNATURE AGREEMENT PROMPTLY TO:

U.S. Environmental Protection Agency
Attention: TRI Reporting Center
P. O. Box 10162
Fairfax, VA 22038

Electronic signature agreements sent by certified mail or overnight mail (i.e. Fed Ex, UPS, etc.) only, should be addressed to:

TRI Reporting Center
c/o CGI Federal, Inc.
12601 Fair Lakes Circle
Fairfax, VA 22033
Phone: 703-227-7644

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE

Figure 5: Sample of unsigned Electronic Signature Agreement (ESA).

11. Press the **"FINISHED"** button.
12. The **"successfully registered"** confirmation page will be displayed. Click **"Finished"** to close window. Once your ESA has been received and processed by EPA, you will be notified by email and TRI-MEweb will be updated automatically with a change of status granting access to you as the certifying official to begin certifying submissions for their registered facilities.



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

Alternative option to assign multiple facilities to a new certifying official's MYCDX account

13. Once registered in "MyCDX" you can also enter additional TRIFIDs and complete an ESA from within the *TRI-MEweb* certification module.
14. Click the "**TRI-MEweb: Certify Submission**" link. Enter your facility's TRIFID (or any additional facilities) using the "**Add New TRI Facilities**" link and press the "**Add Another Facility**" buttons after each TRIFID is entered. Upon completion, click "**Save**". See Figure 6.

U.S. Environmental Protection Agency

TRIME Web Based (TRIMEweb)

MyCDX > Submissions > TRI Facility ID List > Add

Logged in as, TUTORIAL1.

Enter the TRI Facility Identification Number(s) (TRIFID) for each TRI Facility for which will certify forms using the form below. If you certify forms for more than one facility, you may add more than one TRIFID by clicking on "Add Another Facility." When you have entered all of your TRIFID(s), click "Save" to view and print your Electronic Signature Agreement.

* TRI Facility ID:	212332TESTFACIL	X
* TRI Facility ID:	239112FOURFACIL	X

Add Another Facility Save

You are in an encrypted secure session.

Help Desk: (888) 890-1995
EPA Home | Privacy and Security Notice | Contact Us

Figure 6: Option to enter multiple TRIFIDs to single ESA form

15. At this point, CDX will prompt you to **print** the ESA and will provide instructions on how to mail the **signed ESA** to EPA's data processing center. Once your **ESA has been received and processed**, you will be notified by email that your status has changed and that access to any pending submissions for your registered facilities has been granted by EPA.

Option 2

Alternative method of adding multiple facility profiles in a single ESA form to a certifying official's CDX account.



TRI-MEweb Reference Guide 1

How to Add Role, Add Facility, and ESA to an Existing Certifying Official's CDX Account.

16. Upon getting your ESA approved by EPA, open your "MyCDX" account by logging back into CDX (Step 1). You will observe two links (as a certifying official role). Click the "**TRI-MEweb: Certify Submission**" link to open the certification module (Figure 9). You will observe in the certification module three sections; the first section contains any pending submission that has been sent to CDX to be certified, the second section contains a historical record of any forms that have been certified, cancelled or withdrawn by the certifier, and third section contains list of TRIFIDs that the certifying official has obtained approval from EPA to certify their forms. If you need to add a missing facility TRIFID to this module click on the "**Add New TRI Facilities**" link on bottom of webpage that will direct you to generate an electronic signature agreement (ESA) that will need to be signed and mailed for EPA approval in order to add the new TRIFID to the certification module.

Ready to
Certify

TRI-MEweb - Windows Internet Explorer

https://test.epacdx.net/trie/web/CertifyList.aspx

MyCDX > Submissions

Pending Submissions

Here is a list of EPCRA section 313 TRI submissions that have been prepared for you to certify and send to EPA. Please review the Form R and/or Form A information in these submissions, by clicking a File ID link, and certify the submissions.

Submitter	TRIFID	CDX ID/File ID	
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100927144218TUTORIAL1	<input type="radio"/> Certify <input type="radio"/> Cancel <input checked="" type="radio"/> No Action

[Next >](#) [Reset Form](#)

Non-Pending Submissions

Here is a list of EPCRA section 313 TRI submissions that have been acted on by you. Click a File ID link to see the Receipt page for a submission.

Submitter	TRIFID	CDX ID/File ID	Status
Test Account (TUTORIAL1)	TEST FACILITY 902000 (902000LOADZEBRA)	TRI000220100528172055DTUTORIAL1	Certified
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100816153819TUTORIAL1	Certified
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100917124505TUTORIAL1	Cancelled
Test Account (TUTORIAL1)	123 Chemicals Inc. (2407WTHRDP123TE)	TRI000220100917131748TUTORIAL1	Cancelled
Test Account (TUTORIAL1)	TEST FACILITY 902000 (902000LOADZEBRA)	TRI000220091213231997TUTORIAL1	Cancelled

Facilities

Your CDX account is associated with one or more TRI Facilities IDs:

- 2407WTHRDP123TE
- 902000LOADZEBRA
- 902001LOADZEBRA
- 902007LOADZEBRA
- 902008LOADZEBRA

You may:
[Manage TRI Facilities](#) | [Add New TRI Facilities](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on November 8, 2010.
URL: https://test.epacdx.net/trie/web/CertifyList.aspx

Figure 7: Certification module in CDX.